

Important Information

As per the Strata Titles Act 1985



VOTING BY PROXY

An Instrument appointing a proxy to cast a vote must be in writing and executed by the appointer's attorney.

Subject to any limitations expressed in the instrument of appointment, the appointment of a proxy is for all general meetings and for all purposes.

The instrument of appointment of a proxy may limit the appointment:

- To a specified general meeting or to voting on a specified resolution; or
- To general meetings held, or votes taken, within a specified period; or
- To a specified purpose; or
- In any specified way.

A proxy may be, but is not required to be, a member of the strata company.

The regulations may impose limitations on a strata manager being appointed as a proxy, including limitations as to the number of lot owners or unit entitlements of lots for which a strata manager may be appointed as a proxy.

QUORUM

No business may be transacted at a general meeting unless a quorum is present at the time when the meeting proceeds to business.

At a general meeting of a strata company for a strata titles scheme other than a 2-lot scheme, a quorum is constituted if there are present persons who are entitled to cast the votes attached to 50% of the lots in the scheme.

If a quorum is not present after 30 minutes has elapsed from the time appointed for a general meeting of a strata company for a strata titles scheme other than a 2-lot scheme, the persons entitled to vote who are present at the meeting are taken to constitute a quorum for the purposes of that meeting.

A person who is a proxy of a person entitled to cast the vote attached to a lot is to be counted for the purposes of determining whether a quorum is present.

VOTING

The owner of each lot in a strata titles scheme is entitled to one vote on a proposed resolution of the strata company.

However, the owner of a lot is not entitled to cast the vote attached to the lot if;

- The resolution is not required to be a unanimous resolution or a resolution without dissent and is not a resolution for postponing the expiry day for a leasehold scheme or a termination resolution; and
- There is an outstanding amount recoverable under the Strata Titles Act 1985 owed to the Strata Company by the owner of the lot.

A proposed resolution can be put to the members of a strata company at a general meeting or outside of a general meeting.

A resolution can be proposed only by a member of the strata company who is entitled to vote on the resolution.

The vote attached to a lot can, and can only, be cast, if the time it is cast, the person is entitled to cast the vote attached to the lot.

The owner of a lot may cast the vote attached to the lot in person or by duly appointed proxy.

However, if a vote is taken at a general meeting at which both the owner of a lot and a proxy entitled to cast the vote attached to the lot are present and the owner is not a co-owner of the lot, the owner of the lot must cast the vote.

General Proxy Form
The Owners of
Strata Plan



I/We, as the Proprietor/s of Strata Plan of Lot/s:

NAME/S OF LOT OWNER/S

AUTHORISE

Name of person:

Or, failing in their attendance at the general meeting, the Chairperson of the meeting to act, speak and vote on my/our behalf:

[Please select ONE option]

As an enduring proxy until this enduring proxy is revoked, to vote on all motions. For all general meetings and outside of meeting voting.

OR

At the Annual General Meeting of the Strata Plan scheduled to be held on _____, to vote on all motions unless Proprietor's Instructions are provided.

OR

I/We direct proxy to vote as per the **Proprietor's Instructions** attached.

SOLE OR CO-PROPRIETOR *Signed by member[s] giving proxy*

NAME	SIGNATURE	DATE

LOT/S OWNED BY A COMPANY

EXECUTED by

_____ *in accordance with S127(1) of the Corporations Act 2001*

Signature of Director or Sole Director/Company Secretary [Circle whichever is applicable]

Signature of Director or Sole Director/Company Secretary [Circle whichever is applicable]

[Print full name block letters]

[Print full name block letters]

[Usual address]

[Usual address]